

## HOWARD COUNTY GOVERNMENT FAQs

**1. Can I apply for two or more jobs on one application?**

No. However, your application can be saved and used to apply for more than one position.

**2. For how many jobs can I apply?**

You can apply for as many jobs as you qualify.

**3. Can I send my résumé instead of using the online Howard County Government employment application to the Office of Human Resources for consideration?**

No. We accept only online Howard County Government employment applications. Your résumé may be included with your online application but cannot substitute for the online application process. However, certain job listings may indicate a different employment process. Please read carefully what is required of the position in which you are interested.

**4. Should I attach my résumé and supporting documentation to the County online application?**

Yes. The minimum qualifications describe the knowledge, skills and abilities required for the position. A candidate who provides sufficient information to address the minimum qualifications stands a better chance of clearly and convincingly demonstrating his/her qualifications for the position.

**5. Do I have to limit my résumé to one page?**

No. It is preferable that you make your résumé as concise as possible; however, we encourage you to describe your previous duties fully to show that you meet the minimum qualifications. A complete résumé is welcome.

**6. Can I add additional information to my application after the closing date?**

No. Changes can only be made to your application prior to the closing date.

**7. How are equivalencies for education and experience applied?**

One year of relevant experience may be substituted for each year of required education in the same way that one year of relevant education, at the undergraduate level, may be substituted for one year of required experience.

**8. If I have applied for a position within the last six months, should I apply for a position with the same title at another location before my current application expires?**

Yes, a separate application should be submitted for each advertised position.

**9. Once hired, when will my benefits begin?**

The effective date of the health benefits coverage is the **beginning of the month following the date of hire.**